

Roc City Sailing, Inc. (RCS)  
**Senior Sailing Instructor Job Description**

Rev. 14 March 2023

**Background:** Roc City Sailing (RCS) is an IRS 501c3 non-profit organization based in Rochester NY. It operates out of the Rochester Canoe Club (RCC) along the shores of Irondequoit Bay off Lake Ontario. RCC is a volunteer and family based one design dinghy sailing and racing club established in 1881 with a long history of developing both pleasure and nationally competitive sailors. ***Roc City Sailing's mission with the joint support of RCC's facilities and equipment is to educate, promote and advance the sport of sailing for the Greater Rochester Community in a safe, fun and affordable environment.***

**Job Title:** RCS Senior Sailing Instructor

**Reports to:** RCS Program Director

**Job Purpose / Overview:** Manage and execute the overall RCS sailing programs per listed roles and responsibilities below. Communicate to and take direction from the RCS Program Director.

**Salary:** \$15 to \$20 per hour dependent on qualifications and experience

**Job Classification:** Non-Exempt (paid time and a half for hours >40 in a given week)

**Benefits:** Standard NYS employment benefits as applicable

**Work Location / Environment:** Rochester Canoe Club (2050 Bay Shore Boulevard, Rochester NY 14622), Irondequoit Bay, indoor and outdoor, onshore and offshore daily activities

**Work Days / Hours:** 4 to 6 weeks during June-July, typical 40-hour week, 8am-5pm, M-F plus the potential for additional part-time hours during June through September.

**Essential Duties and Responsibilities:**

- Contribute to development & execution of sailing lesson plans for youth and adult students based on US Sailing guidelines
- Execute RCS safety program and emergency procedures on and off the water
- Supervise and support RCS junior sailing instructor staff and Counselors in Training
- Manage and implement boat & equipment maintenance and repair
- Ensure proper use and care of equipment and facilities
- Implement RCS Human resource policies and procedures
- Manage and direct junior instructor roles and responsibilities
- Assist in evaluation and management of junior instructor performance
- Manage decisions on daily program agendas based on weather and other environmental factors
- Assist in staff training
- Establish and maintain effective working relationships with staff, students, volunteers, parents and RCS Program Manager and Board members
- Pre-season sailing program, facilities and equipment setup and post-season pack up

**Preferred Qualifications:**

- **Education & Training:** (RCS will provide financial assistance for US & first aid certification courses)
  - US Sailing Level 1 Instructor, Level 2 Instructor, Level 3 Coach certifications
  - NY Boating Safety Course certification or equivalent
  - Red Cross first aid/CPR/AED certification or equivalent
  - SafeSport training

- CDC concussion training or equivalent
- **Knowledge & Experience:**
  - 4 or more years sailing/boating experience
  - 2 or more years teaching and/or sailing instructor experience
  - Sailboat racing
  - Powerboat operation and safety
  - Background in youth, high school and/or collegiate sailing
- **Skills & Abilities:**
  - Effective verbal and written communication skills
  - Boat maintenance and repair
  - Comfortable working with and teaching adults, teenagers and children
  - Flexibility to adapt to changing conditions
  - Friendly, outgoing, collaborative personality
  - Leadership, mentoring and motivational skills
  - Positive attitude and role model for students and staff
- **Miscellaneous:**
  - Typical Boats used for instruction: Opti/Pram Dinghy, Sunfish, JY15, Flying Scot
  - If needed, housing accommodations may be arranged for qualified applicants.
  - RCS reserves the right to complete a background check on any applicants as part of the hiring process.
- **Contact Details:**
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